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30 December 1953

**WEEKLY ACTIVITY REPORT**

(Items marked with an \* are suggested for Mr. Baird's Report)

**A. PROGRESS REPORT -- OLD PROJECTS**

1. Translation of Basic Agent Training Tradecraft Manual into French. Typing completed by FDD. One chapter of 5 received by OTR.
2. The Red Interpreter. Two hundred copies have been received. Publication was reviewed by the OTR Publications Board and its recommendations forwarded to D/TR.
3. Filmagraph and Slide Production for BIC(I)
  - a. Second set of 14, 2"x2" lantern slides, title, "Selection of Strategic Air Targets." No change.
  - b. Lantern slides, 3 $\frac{1}{4}$ "x4", title, "Dissemination of Intelligence" 80% complete.
4. Educational Exhibit and Display Panels for BIC(I)
  - a. Display Area. No change.
  - b. Display, "NIE Production." Layout sketch approved by the instructor. Work in process.
  - c. Photo Intelligence Display. No change.
5.
6. TR(S) Program of Instruction. No change.
7. Clandestine Publications. First complete editing finished with final revisions and re-typing to be completed by 4 January.
8. Editing of the . No change.
9. Comprehensive Bibliography  No change.
10. TR(S) Lesson Folder File. Twenty-two received during the week.
11. Publication of Guide for Stenographers and Typists. Proof copy to be received in OTR on 8 January.

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12. Editing of Area Background Film. No change.
13. Complete editing of Basic Agent Training Tradecraft Manual (English Version). No change.
14. Training Aids for Industrial Register. Layout design for the display has been completed; approved by IR with certain modification in the design. Additional materials to be used in the display were received from IR Staff. Routine priorities.
15. Follow-up on Survey of Clerical Orientation Course. Several projects have been developed from the survey of the Clerical Orientation Course by the Training Methods Specialist. The major ones are:
  - a. Compilation of area information kits. No change.
  - b. Improvement of the classroom set-up and use of recording equipment in the telephone laboratory. No change.
  - c. Development of a lesson plan for the OTR Librarian to use when he replaces the OCD instructor. Plan is in process.
16. Map Display for BIC(I). Material has been collected by the Map Training Officer. Layouts have been approved by the instructor. Fifty per cent completed.
17. Bibliography on Comparative Education Methods. No change.
18. A&E Test Booklet Cover Design. Completed design and final art work for test booklet. Final art passed to [redacted] for inclusion in test booklet project.
19. Training aids for Phase III. A request for preparation of one series of aids consisting of 2 charts and 1 student reference sheet has been submitted by one of the instructors who will participate in the instruction. Layouts submitted to instructor for approval.
20. MTB Training Aids. No change.

B. PROGRESS REPORT - NEW PROJECTS

1. Training Aids for CPW Course. A series of ten training charts for use with the Clandestine Publications materials in this course are under design for the instructor.
2. Training Aids for Administrative Support Course. Five blackboard-type training aids, one new organizational chart and revision of one chart have been requested by this course.

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3. Support of CIA Orientation Course.

- a. Training aids - 2 of 3 chart revisions completed.
- b. Sound equipment - arrangements have been completed to increase the number of microphones on the stage.
- c. Bibliography - the publication contained in the course announcement is being revised and modified by the [ ] after a discussion with the Orientations Officer. 25X1
- d. Methods of Instruction - after discussions with the Orientations Officer a change is being considered in the conduct of the panel discussions; the number and length of lectures and the questioning techniques used with the lecturer.

4. Curricula on Communist Party Schools. Bibliographies and documents concerning CP Schools are being selected for the CPO Course instructor.

5. Support of new Comprehensive Problem in Phase II. Efforts of the various sections, as appropriate, are directed to gathering intelligence material and aid support of the new problem being developed for Phase II in lieu of the [ ]. 25X1

C. ITEMS OF CURRENT INTEREST

None

D. ITEMS OF ADMINISTRATIVE INTEREST

1. The Librarian attended a meeting with Chief, Foreign Branch/OCD Library relative to support of the training program with foreign publications. Agreement in principal was reached and details of the operation will be worked out with the instructors concerned.
2. [ ] is receiving on-the-job training in the OTR Library while completing processing for his overseas assignment as Librarian for [ ].
3. The C/ISS discussed related services and activities of RQM/OIS and with the C/RQM/OIS.

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Chief, Instructional Services Staff

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